

POSITION DESCRIPTION: SECURITY GUARD

This document lists the major duties and responsibilities of the Security Guard.

MAJOR DUTIES AND RESPONSIBILITIES

- Control access to the building or grounds ensuring that only authorized personnel enter.
- Ensure that all packages and bags are inspected.
- Maintain a log of all entrants.
- Maintain order in waiting lines of applicants for visa or consular services and controlling access to waiting rooms for these services.
- In case of disturbances arising in connection with access, notifies Superiors and the Regional Security Officer.
- In emergency cases institutes authorized emergency procedures.
- Performs other duties as assigned.